



Pre-Interview Information Email

This is to be sent after they agree to give you the interview and they have selected a date and time.

Hi *[First Name]*,

Thank you for agreeing to be interviewed. I'm excited to have you on the show and look forward to learning more about *[topic being discussed]*. I know my listeners are going to be excited too.

I'll draft a list of questions that I'll be asking and will send it to you a few days prior to the call. If there is anything you'd like to add, please let me know.

Currently, I'm working on the promotional material for the interview and could use a few things from you.

- A photo of you (or a link to one that I can use)
- A brief bio so my listeners can learn more about you
- A link to your affiliate program (if you have one) so I can sign up & promote *[their product or service]*.

Keep in mind that a computer's built-in mic is not a good way to be heard during an interview. These mics pick up a lot of ambient noise and have a tendency to cut-out. However, you can use any set of quality headphones or ear buds with a built-in microphone.

Just a quick recap, the interview will take place on *[date & time]* and will take approximately *[X minutes]*. That's *[X minutes]* for the interview and *[X minutes]* for live Q&A at the end where listeners can ask questions or get clarification. We'll be using *[software]* to conduct and record the interview. If you're not familiar with it, you can check it out here *[URL]*. Please plan to sign on a few minutes early so we can get a quick sound check and work out any audio bugs.

If you have any questions, please reply to this email and I'll help you ASAP.

Thanks,

[Your Name]

[Podcast name & link]

